Castle Phoenix Trust

Food Safety Policy

Trust Level Policy

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Policy Aims

It is the aim of Castle Phoenix Trust to ensure that all food and drink that is provided across all schools within the Trust is both safe, wholesome and compliant to the School Food Standards.

Castle Phoenix Trust aims to action the above by following the below objectives:

- Identifying and evaluating food safety risks by using the Hazard Analysis and Critical Control Point (HACCP) principals
- Minimising food safety hazards and effectively controlling the risks
- Complying with all relevant legislation and establishing standards of best practice
- Setting standards, monitoring and auditing compliance
- Taking effective action when there is non-compliance
- Ensuring that responsibilities are clearly defined to staff through their job descriptions
- Performance management of staff

Castle Phoenix Trust will take all reasonable precautions and exercise due diligence to ensure that all catering activities at each school within the Trust comply with the relevant food safety legislation and in particular the Food Hygiene England Regulations 2006 and the Food Safety Act 1990 (as amended).

Castle Phoenix Trust will achieve the objectives in relation to food safety and hygiene by ensuring:

- That due diligence is being observed at all schools within the Trust in relation to food safety and hygiene issues
- Identifying and evaluating food safety risks using HACCP principals and implementing the necessary controls.
- Maintaining satisfactory food hygiene standards to each local authorities' requirements
- Safe food handling at all times
- Correct cooking and storage practices are observed
- Each schools' facilities are maintained
- Each schools' facilities are kept clean and tidy

School Catering Staff Responsibilities

Little Heath Primary School undertake their catering services in-house and are responsible for the preparation and serving of food/drinks and as such their catering staff must:

1. Understand their legal responsibility to report medical conditions, such as infected wounds, skin infections, diarrhoea, vomiting or suspect they are suffering from or may be a carrier of a disease that can be transmitted through the handling of food to their line manager
2. Attend a return to work meeting when returning to work following a sickness absence, this meeting will determine if the member of staff is fit to work in a food environment
3. Ensure that any cuts or open wounds are covered with blue plasters
4. Have awareness and understanding of the principals of hygiene
5. Ensure that food is protected from contamination at all times
6. Be issued with a copy of the Food Handling Hygiene Guide
7. Report any food poisoning occurrences
8. Report any signs of pests found in the kitchen/dining room or any external area
9. Report any premises related defects to their line manager
10. Report any equipment related defects to their line manager

External Catering Providers

The below schools within the Trust use external catering providers to provide their onsite catering services.

School	Catering Provider
Caludon Castle School	AiP/Sodexo (PFI Agreement)
Charter Academy	Dolce Schools Catering
Foxford Community School	Dolce Schools Catering
Hill Farm Primary School	Dolce Schools Catering
Kingsbury School	Dolce Schools Catering
Potters Green Primary School	MiQuill Catering
Richard Lee Primary School	Dolce Schools Catering

The external catering providers providing this service will be required to ensure that they have the following policies in place.

- Food Safety Policy
- Health and Safety Policy

The external catering providers will be required to ensure that their staff have read and follow these policies and that any breaches of these polices should be reported to the Trust Head of Estates & Compliance.

Allergies

Castle Phoenix Trust will ensure that all in-house catering staff and external catering providers working within the Trust will comply with all relevant food allergy legislation, particular The Food Information Regulations 2014.

Both the in-house catering team and our external catering providers will ensure that they report on the 14 major allergens as set out by the regulations. The 14 major allergens are listed below.

- Celery
- Cereals containing gluten
- Crustaceans
- Eggs
- Fish
- Lupin
- Milk
- Molluscs
- Mustard
- Nuts
- Peanuts
- Sesame seeds
- Soya
- Sulphur dioxide/sulphates

Castle Phoenix Trust will ensure that its in-house catering team and our external catering providers comply with Natasha's Law.